

Local diplomatic mission seeks Residence Manager. Candidate must be fluent in English and local languages, have at least 3 years experience in a supervisory role managing staff, and proficient in Microsoft Word and Excel. Job responsibilities are: supervise a staff of 4, household shopping, oversee the daily upkeep of the residence, research for and draft menus, accounting for household and event expenses, inventory control, oversee set up for events, assist in food preparation. Competitive salary and medical insurance is provided. Work hours are 8 am – 6 pm Monday through Friday with 1 hour lunch, and Saturday 8 am – 1 pm. Please deliver resume before May 21th to: Veronica Scruggs, U.S. Consulate, 38A J L Nehru Road, Kolkata 700 071.